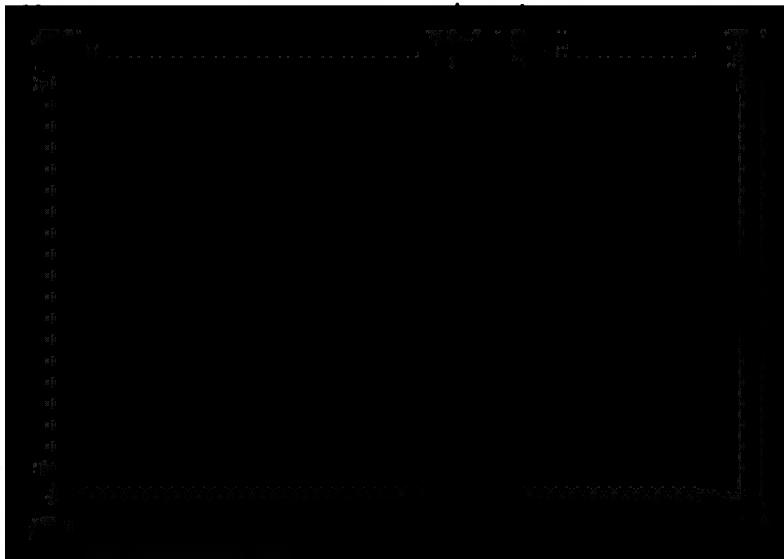


MINUTES OF REPORTS AND REQUIREMENTS OFFICERS
MONTHLY MEETING
10 January 1956

PRESENT WERE:



1. The monthly meeting of Reports and Requirements officers was held on 10 January 1956 in Room 2064 L Building. [REDACTED] Chief, 25X1A9a Reports Control, and [REDACTED] Chief, Requirements and Evaluation, presided in turn.

2. Teletyped Dissemination Form. [REDACTED] of Forms Control presented two drafts of a Teletyped Dissemination form, designated Mark II and Mark III. According to [REDACTED] Management preferred the Mark II, since it was considered a better example of efficient forms engineering. After some discussion, however, the Mark III was selected as desirable for our purposes. A sample of the proposed transmittal sheet for the Teletyped Dissemination form, which will circulate only within the Clandestine Services, was circulated and adopted.

25X1A9a [REDACTED] questioned the need to continue use of the word "tentative" in "tentative appraisal of content." It was decided, after discussion, to retain the full term as presently used.

25X1A6a 3. Meeting with Reports Components of other Offices. [REDACTED] stated that six Area Divisions had replied to his request for comment on the desirability of meeting with reports components of other Offices of CIA to discuss common reporting problems. All those answering favored such a meeting, if it were limited in scope and held at Headquarters rather than [REDACTED] Plans will be made for this type of meeting, and Area Divisions will be advised well in advance.

4. Visit to

4. Visit to Office of Operation Field Offices. [REDACTED] gave a

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[REDACTED] and early November, to observe OO field reporting procedures and techniques. All OO field offices prepare intelligence information reports on multilith mats for reproduction at Headquarters. Field preparation of reports in final form is OO policy. Contact specialists are expected to produce reports of high quality that will not require revision in Washington. OO reports training is as informal as our own presently is (excepting FE Division). New contact specialists are broken in by old hands and their early reports carefully reviewed. All office chiefs expressed interest in formal reports training for their personnel. OO field personnel of all ranks are proud of their intelligence reporting. Office supervisors stress the importance of this activity. The result is a high grade of intelligence reporting from the field. FI should stress greater interest in reporting by its station supervisory personnel and incentives for good reporting by case and reports officer personnel.

5. Because of limited time, [REDACTED] summarized briefly the remaining five items on the agenda:

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a. CFI has expressed satisfaction with the RQM/RE intelligence queries to Field Stations.

b. The proposed elimination of the ID and IG may remove some work by use of the RD only. [REDACTED] stated that while giving his approval to this originally, he has since found his Division wishes to retain the IG. Mr. Beyer said he thought the differentiation between directive-type and guide-type requirements can be preserved without retaining the IG as such.

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c. A discussion followed of the suggested "qualified acceptance" term for requirements for which no known capability exists, and avoidance of the term "rejection." CFI disapproves use of this latter term, as he feels FI should accept everything possible. A number of the Requirements officers present expressed concern lest many requirements about which nothing can be done should be wrongfully credited as "failures."

d. In discussion of the proposed referencing of reports to questions in customer evaluations, [REDACTED] felt it is not worth while to distinguish between a question on an evaluation form and a formal requirement. Mr. [REDACTED] suggested establishing a system whereby a question on the evaluation form can be assigned an RD number, to facilitate referencing. This will be discussed further at a later date.

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e. [REDACTED]

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e. [REDACTED] stated that RE is going to undertake to obtain evaluations by means of interviews with customer analysts. He feels that much time can be saved and better evaluations obtained by visiting the analyst and then writing the evaluation afterward. On requests initiated by a Division, a Division representative would accompany the RE project officer. In response to a query, [REDACTED] stated that while he would not ask for it, RE would also welcome a Division representative on requests initiated by RE. [REDACTED] suggested that it might be wise to send evaluations first to give the analysts an opportunity to look them over and later send someone over for the interview. There was general agreement to this suggestion.

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